THE CITY OF CHARLOTTESVILLE, VIRGINIA



IS SEEKING AN INNOVATIVE, CREATIVE, DYNAMIC PROFESSIONAL TO SERVE AS

PUBLIC WORKS DIRECTOR



The Community

The City of Charlottesville covers nearly 11 square miles and has a population of approximately 45,000. Located in Central Virginia, the area may be best known for Monticello, the mountaintop retreat of the nation's third president, Thomas Jefferson. Additionally, Montpelier, home of James Madison, the 4th US President, and Highland, residence of our 5th President, James Monroe, are nearby. The City enjoys a number of national rankings, including one of America's Healthiest Small Cities (Daily Finance), a Top 100 Place to Live (Livability.com), America's Smartest City (Lumosity.com) and is a bicycle and walk-friendly community. Centrally located in Virginia and sitting



in the foothills of the Blue Ridge Mountains, Charlottesville residents enjoy the very best of urban, suburban, and rural life.

Charlottesville is known as a progressive and sophisticated major university town with excellent educational opportunities. The City's public schools provide a place for every child to learn with a low student/teacher ratio and a high commitment to success. Enrichment programs, special and gifted services, technical training, fine and performing arts, and a wide variety of sports

and other extracurricular activities cater to the individual needs of each student. The system includes six (6) elementary schools (grades preK-4), one upper elementary school (grades 5 & 6), one middle school (grades 7 & 8), one high school (grades 9-12), one vocational education school operated jointly with Albemarle County, and an alternative program (grades 7-12). A number of local private/parochial schools also operate in the area. Charlottesville's higher education options include the University of Virginia (UVA) and Piedmont Virginia Community College (PVCC).

The City has ample health care resources. The University of Virginia's Health Sciences Center provides world renowned medical research, health care, and training. Martha Jefferson Hospital has a well-regarded comprehensive women's health center, oncology center, and a strong community focus.

The City offers a wide variety of cultural, social, and recreational opportunities. The Downtown Pedestrian Mall is a center for art, music, dining, shopping, and entertainment. Popular annual events include the Dogwood Festival, First Night Virginia, the Virginia Film Festival, the Virginia Festival of the Book, the Look3 Festival of the Photograph, the Tom Tom Founders Festival, Historic Garden Week, and the African-American Cultural Arts Festival.



There are over 30 wineries in the Greater

Charlottesville area, and wine connoisseurs can enjoy several wine festivals and events, including the annual Monticello Wine & Food Festival, which is held each October. Residents enjoy a wide variety of amenities, ranging from the 25 City parks, (including 10 neighborhood parks), to an outdoor performance pavilion, numerous venues for music and theater performances, and museums. The nearby Shenandoah National Park, area rivers, forests, and regional ski areas provide opportunities for people to enjoy the outdoors at any level of commitment or ability. For sports fans, UVA athletic teams

compete in the Atlantic Coast Conference. University teams have achieved high national rankings in many sports.

Charlottesville is strategically located for many major employers. The University of Virginia is the



City's largest employer, with over 17,000 employees between the university and hospital staffs. Other major employers in the City of Charlottesville include SNL Financial, LexisNexis, WorldStrides, and the CFA Institute.

The City operated public bus system, Charlottesville Area Transit (CAT), provides comprehensive and affordable local transportation. For those looking to travel farther afield, Charlottesville-Albemarle Regional Airport is located 15 minutes north of the City of Charlottesville and regular Amtrak rail service connecting throughout the South and

Northeast corridors leaves from the downtown train station.

Charlottesville is a diverse community with 20% of the population being African-American citizens, as well as a growing Hispanic population. There is a wide variety of housing stock, ranging from upscale historic homes to colonials and condominiums. The area is often noted for the beautiful homes and superior living environment in the area. Charlottesville is a unique community and is an ideal place in which to live, work, and play.

City Government

The City operates under the City Manager/Council form of government, with all legislative powers vested in a five-member Council elected at-large for four-year, staggered terms. Municipal elections are held in November in odd-numbered years and the terms of Council members are staggered so that three are elected in one year and two are elected two years later. Council members elect one Councilor to



serve as Mayor and one as Vice Mayor for two-year terms. If a vacancy occurs in any position, the Council appoints a new member to serve out the unexpired term of the departed member.

The Mayor presides over all Council meetings, calls special meetings, makes some appointments to advisory boards, and serves as the ceremonial head of government. The Vice Mayor provides support whenever the Mayor is unavailable.

City Council appoints the City Manager, the Director of Finance, the City Assessor, the Clerk of the Council, and members of major policy- making Boards and Commissions. The current City Manager was appointed in 2010. His predecessor served for 18 years before retiring. The Council establishes policy in the areas of

city planning and finance, human development, public safety and justice, public utilities, transportation and other areas and has specific powers to pass ordinances, levy taxes, collect revenues, adopt a budget, make appropriations, issue bonds, borrow money, and provide for the payment of public debts. Administrative and executive duties are performed by the City Manager. Two Assistant City Managers

assist the City Manager in the operational and financial aspects of all City functions, coordinate interdepartmental activities and assist with assignments relating to the planning, direction, control, evaluation of the operations and programs of the City Government, relations with City Council, and the coordination of the City's operating and capital improvement budgets.

Charlottesville is an engaged community with a variety of citizen advisory groups, commissions, task forces, and ad hoc committees, which assist the City Council by studying specialized areas of interest and making recommendations for Council action. These range from the Planning Commission and the BAR to the Parks and Recreation Commission. As noted, civic engagement is a strong value in the City of Charlottesville. The City government continually creates venues for all citizens, with a special emphasis on those who are traditionally under-represented in civic processes, to become involved. This commitment to inclusive civic engagement ensures that social equity is built into the development of public priorities and policies.

The City of Charlottesville employs approximately 932 full-time employees with a city operating budget of \$162.1 million and a school operating budget of \$78.5 million. The City has an annual capital projects fund of \$20.4 million and is one of the nation's few cities under 50,000 population with an AAA Bond Rating, maintaining that rating for fifty years with one rating agency.

There is a strategic focus on education, public safety, and economic development. The strategic direction of the Charlottesville City Council is clearly stated in the City's 2025 Vision, which calls for the City to be:

A leader in innovation, environmental sustainability, social and economic justice and healthy race relations, flexible and progressive in anticipating and responding to the needs of the citizens, the cultural and creative capital of Central Virginia, and a united community that treasures diversity.

There are nine main areas of focus: economic sustainability, lifelong learning, quality housing opportunities for all, arts and culture, green city initiatives, healthy city initiatives, a connected community, a community of mutual respect, and smart, citizen-focused government. The City's Strategic Plan, which aligns with the 2015 Vision, focuses on five goals: 1. Enhance the Self-Sufficiency of Our Residents; 2. Be a Safe, Equitable, Thriving and Beautiful Community; 3. Have a Strong Diversified Economy; 4. Be a Well-Managed and Successful Organization; and 5. Foster Strong Connections. Behind each of those are a series of measurable objectives that are reported out to Council on a regular basis. By creating this direction, future Councils, staff, and decision-makers will have a clearer picture of the type of City that citizens wish to encourage and create.

Public Works Department

The current director is retiring after 31 years in the position. Her retirement has provided the City an opportunity to assess different options for delivering the services provided under the current department organizational structure. Information about the current structure can be found at the link below. However, the reconfigured department will not include the Public Utilities Divisions or Charlottesville Area Transit, which includes Pupil Transportation.

http://www.charlottesville.org/departments-and-services/departments-h-z/public-works/about-us

Public Works Department Organizational Chart



Director of Public Works Profile

The Charlottesville Public Works Director will be a seasoned municipal executive accustomed to cultivating and developing strong business relationships, working collaboratively, dealing with large-scale complex planning matters, and possessing the ability to communicate, both orally and in writing, a wide range of complex technical issues in plain language to citizens, staff, peers and others, and to demonstrate the continued need for and importance of integrity, inclusiveness, and transparency.

Specific Duties and Responsibilities

The City's next Public Works Director will manage a department of dedicated employees with a wide range of responsibilities. He or she will have the opportunity to work with a City Council, city staff, residents and other organizations who are committed to enhancing the quality of life for all who live, work, and play in Charlottesville. The Public Works Director is appointed by and works under the direction of the City Manager, while reporting to the Assistant City Manager for operational purposes.

The City Public Works Director is an integral part of the City's management team:

- Serves as the leader in the development of strategies, policies and practices, and procedures regarding public works service approaches to conducting business; participates in preparation, monitoring/analyses of the budget and capital improvement program (CIP) as related.
- Works collaboratively with other city staff to ensure effective delivery of public works services.
- Works with the City Manager's Lead Team (Department Directors) on appropriate City policy development and leadership training.
- Manages a wide range of divisions in the Public Works department and possesses strong mentoring skills in planning and implementation of programs and services in each division.
- Responsible for CIP development and project management of city and school facilities.
- Serves on regional organizations, such as the Rivanna Solid Waste Authority (RSWA).

Education and Experience

Education: Any combination of education and experience equivalent to graduation from an accredited 4 year college or university. A maximum of 2 years of related work experience may be substituted for a maximum of 2 years of the required education, with major coursework occurring in public administration,

business administration or related field. Preference is for candidates possessing a master's degree in public administration, business administration, or a related field.

Experience: Eight years of increasingly responsible experience managing or supervising public works operations, programs and services, including four years of supervisory, budgetary, and management responsibility; preferably in a municipal or public sector environment.

Desired Characteristics, Skills and Traits

The new Public Works Director will be capable of motivating and providing sound professional guidance to a highly competent staff. Additionally, the director should be:

- A strong manager, with good people skills, who has had success working with a wide range of planning and operational issues;
- Analytical with the ability to analyze the performance levels of various components of public works and make changes where necessary;
- A highly disciplined and accomplished professional, intimately familiar with municipal public works services through direct work experience;
- A leader with vision who motivates employees to reach to higher levels of performance;
- A good listener, who values the input of residents, business owners and employees;
- An individual who values and practices personal and professional integrity, honesty and ethics;
- A professional who will clearly support organization goals, values and objectives set forth by the City;
- A skilled manager capable of resolving and negotiating conflicting priorities/opinions without showing favoritism;
- A patient, consensus builder and team leader who is comfortable in working with inclusive processes;
- A person who has the strongest commitments to providing and bettering the quality-of-life, general environment and programs for Charlottesville residents;
- A professional with superior organizational management skills accompanied by a high energy level; and
- A person with strong marketing and persuasive skills, who is willing to engage in proactive discussion with all segments of an active citizenry and highly participative community,

Compensation and Benefits

The starting salary will be between \$110,000 and \$140,000 dependent on the education and experience level of the candidate. The City offers an outstanding program of employee benefits, including the option of participation in a Defined Benefits or Defined Contribution Retirement Plan. The opportunity to live and work in one of the most dynamic, challenging and culturally rich communities in the United States is an added benefit for the successful person. Relocation assistance will be available. Full-time residency within the City of Charlottesville is preferred but not required.

Application and Selection Process

The application deadline is November 22, 2016 at 5pm EST. To be considered for this opportunity, please submit your application online at www.charlottesville.org/jobs. Please submit a cover letter, résumé, salary history and five (5) work-related references with your online application.

For more information, please contact:
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The City of Charlottesville is an Equal Opportunity Employer and Values Diversity at all Levels of its Workforce.